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Miami-Dade County, Florida

Library Study

EPP- RFP NO. 896

SCOPE OF SERVICES

2.1 Background

Miami-Dade Public Library System (MDPLS) has 49 branch locations and two bookmobiles, serving more than 8 million visitors each year. Patrons of MDPLS have access to a collection of more than 3.8 million books and materials, 1735 public computers, 120 Self-Checkout machines, Wi-Fi at every location, and a wide range of digital resources, including downloadable e-books, audio books, music and videos. MDPLS offer over 150 databases, covering areas such as health, biography, psychology, science and technology, and travel and careers, and provide more than one thousand literary, cultural and educational programs each month.

The funding model for MDPLS is that of a special taxing district. Currently, four cities (Hialeah, North Miami, North Miami Beach and Miami Shores) maintain their own municipal public libraries, and are not part of the special taxing district. In consideration of establishing a Countywide taxing model, the County is requesting proposals from qualified consultants to analyze all the available libraries services within the special taxing districts and conduct a feasibility study to analyze whether the provision of a county-wide library system through the MDPLS which would include municipalities not already in the special taxing district and that maintain their own public libraries would provide a real and substantial benefit to the residents of those municipalities with municipal services.

The study shall include, but not be limited to, the collection and reporting of current comparable data from MDPLS and municipal libraries in the County. The study should focus on the following critical questions:

- 1) What are the direct benefits to the residents of municipalities already served by municipal library systems from the services and resources potentially provided by the MDPLS?
- 2) What are the indirect benefits to the residents of municipalities already served by municipal library systems from the services and resources potentially provided by the MDPLS?
- 3) What are the potential benefits of the **future planned** services and resources provided by MDPLS to the residents of municipalities already served by municipal library systems?

Notes: Examples of the above services include, but are not limited to:

- a) Direct services: _____
- b) Indirect services: _____
- c) Future planned services: _____

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2.2 Preferred Qualification Requirements

The selected Proposer should have:

- 1) A minimum of three years recent experience in performing similar studies for municipal libraries or library systems in special taxing districts. More specifically, this experience shall include the use of nationally recognized relief factors and methodologies for determining results and making comparisons between library systems.
- 2) Knowledge of public library operations and services
- 3) Knowledge of government funding
- 4) Verifiable experience in data collection and analysis
- 5) Excellent written and communication skills
- 6) Membership in and affiliations with professional library associations.

2.3 Required Services and Deliverables

The Library Analysis Report must be completed in its entirety and accepted by the County no later than _____, 2013. Teleconferencing or other electronic communication between the selected Proposer and the County may occur periodically, or as required by the County Project Manager.

The County's Project Manager will review all draft interim reports and provide the selected Proposer with feedback within seven (7) working days of receipt of said documents. The selected Proposer shall provide one hard copy and one CD, or other approved format, of the final individual report, after incorporating County's feedback. Said documentation will be submitted to the County Project Manager, no later than fourteen (14) working days after the County has returned the initial draft report to the selected Proposer.

A. Project Planning Meeting

The selected Proposer shall participate in an in-person project planning meeting with the County. The project planning meeting will be scheduled by the County Project Manager. The County will issue a Notice to Proceed (NTP) when the contract award requirements have been met. The project planning meeting with County staff shall take place after the award of the Contract, but no later than five (5) days after the NTP.

In order to allow the County to prepare the data sources that may be required for the tasks herein, the selected Proposer shall submit a draft Plan of Action to the County's Project Manager for review and approval at the project planning meeting. The selected Proposer shall work closely with the County Project Manager to finalize the Plan of Action. The Plan of Action should include a detailed project work plan, timelines, deliverables and monitoring procedures that will result in a successful assessment.

The County will review and submit its recommendations on the draft Plan of Action, no later than five (5) days after the project planning meeting. The selected Proposer shall incorporate the County's recommendations therein, and shall provide one electronic copy of the Final Plan of Action to the County Project

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Manager no later than five (5) days after the receipt of the County's final recommendations.

Upon approval of the Plan of Action by the County, the remaining tasks, as outlined below shall commence immediately.

B. Tasks:

In order to assess and summarize the future and evolving user needs, as well as the capabilities of the MDPLS to meet those needs, professional assistance is needed to accomplish the following scope of work.

The selected Proposer shall:

- 1) Gather comprehensive and comparative data on services and resources, to include but not be limited to, levels of services, statistics on usage, types of services and resources provided by MDPLS and at each municipal library operated by the four cities (Hialeah, North Miami, North Miami Beach, and Miami Shores) outside MDPLS taxing district.
- 2) Identify future planned services and capital expansion for both MDPLS and at each municipal library operated by the four cities (listed above) outside MDPLS taxing district.
- 3) Provide a Comprehensive Report that details the direct, indirect and future planned benefits to the four cities (listed above) of the services provided by MDPLS.
- 4) Prepare a summary of the findings.
- 5) Assist the County, as necessary, in preparation of expert testimony and presentation of the study findings to the respective library stakeholders.

C. Deliverables

- 1) Using the analysis produced from Section B., Tasks above, submit an electronic copy or other approved format of the Comprehensive Report (item 3 above) to the County Project Manager, for review and comments.
- 2) Prepare a Report, summarizing the findings of the study that will be presented to the library stakeholders, to the County Project Manager, for review and comments.

The County Project Manager will review the draft Comprehensive Report and Report summarizing the findings, and provide feedback to the selected Proposer within fourteen (14) days of receipt of the draft reports. The selected Proposer shall submit one (1) original, and one (1) electronic copy, or other approved format, of the Final Reports, to the County Project Manager, after incorporating the County's feedback. Both Final Reports shall be submitted within fourteen (14) days, but no later than _____, 2013, after the County has returned the initial draft report with feedback to the selected Proposer.

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2.4 County Responsibilities

The County will provide assistance to the consultant in coordinating and conducting the public meetings, conducting public relations efforts, providing needed resources when possible, and making copies of documents for public meetings when possible.

2.5 Payment Schedule

All payments are contingent upon completion of the required tasks. Completion of a task shall be measured as fulfillment of all services required for that action, including submission to, and final acceptance by the County of any deliverable for the action, unless otherwise negotiated.

An initial payment of up to 30% of the contract amount, for services rendered will be made upon approval of the Plan of Action (see Section 2.3(A) above), by the County's Project Manager or designee. The remaining balance, 70% of the Work Order amount, for services rendered will be paid upon completion, defined as the completion of all assigned tasks and the acceptance of the Final Library Analysis Report as applicable by the County's Project Manager